

Center on Innovation and Improvement

www.centerii.org

Support for School Improvement State-Level Instruction Handbook

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Welcome to the Support for School Improvement web-entry system!

A school improvement, district improvement, or restructuring plan's success depends upon district and school collaboration and focus, engagement of parents and the broader community, and disciplined, competent implementation. This web-entry system provides an easy and organized method to work through the set of indicators by which district and school teams can assess their progress and plan and monitor their improvement. While every item may not be appropriate to a particular district or school's situation, each will provide food for thought in discussing an improvement plan. The checklists will also guide district and school teams through the implementation of their plans and into continuous improvement. The sets of items you will see in this system are arranged sequentially to carry teams through an examination from general (district context) to specific (classroom teaching). The process of "assessing" each indicator based upon the current practices of the district and school is an attempt to draw attention to areas of obvious strength and areas in apparent need for improvement.

Helpful Information:

1. Using this web-entry system requires Internet Explorer 6.0 or higher.
2. This web-system times-out after 45 minutes of inactivity. At that time, you will see a message indicating that you need to login again. Saving your data often will ensure that you don't lose any you have entered.
3. Use the links at the top right of most pages to move among the web pages.
4. Click the WiseWays™ link when assessing and creating tasks for each indicator/objective to review research-based evidence and examples.
5. If you have any technical questions about this web-entry system, please email us at SSI@adi.org.

With that said, you're ready to begin...

Getting Started

1. To get to the Support for School Improvement web pages, you will need to open the website for Center on Innovation and Improvement – www.Centerii.org. On this web page click on the “Login or Enroll” button at the bottom right of the page (you may need to scroll down) in the Support for School Improvement box.

The screenshot shows the homepage of the Center on Innovation & Improvement. The header features the center's logo and tagline "Twin paths to better schools" on the left, and the text "Information. Tools. Training." on the right. Below the header is a navigation bar with six red buttons: HOME, SUPPLEMENTAL EDUCATIONAL SERVICES, SCHOOL AND DISTRICT IMPROVEMENT, RESTRUCTURING & TURNAROUNDS, CHARTER SCHOOLS, and STATE SYSTEMS OF SUPPORT. The main content area is divided into several sections. On the left, there is a section titled "The Center on Innovation & Improvement" with a description and a list of links: National Content Centers, Regional Comprehensive Centers, and State Departments of Education. Below this is "The Center's Technical Assistance" section, which describes the center's role and lists links for Restructuring, State Evaluation of SES Providers, SES Outreach to Parents, Statewide Systems of Support, Solution Finding, and Institute for School Improvement and Education Options. On the right, there is a "How to Search this Website" section with four numbered steps: 1. Research, Reports, Tools; 2. State Database; 3. Spotlights; and 4. Support for School Improvement. Below this is a "Quick Links" section with links to Parent Involvement Resources, State Education Agencies, What Works Clearinghouse, and Office of Non-Public Education. At the bottom, there are two main boxes. The left box is titled "Download CII Publications" and lists six publications available for download, with a "Publication Survey" button at the bottom. The right box is titled "CII Events and Announcements" and features information about the Third Annual Institute for School Improvement and Education Options, including dates, location, and links for the Institute Announcement, Register for this Event Online, and Registrant List. At the bottom right of the page, there is a "Support for School Improvement" box with a login/enroll form and a "Login or Enroll" button, which is highlighted by a yellow starburst graphic.

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Information. Tools. Training.

HOME SUPPLEMENTAL EDUCATIONAL SERVICES SCHOOL AND DISTRICT IMPROVEMENT RESTRUCTURING & TURNAROUNDS CHARTER SCHOOLS STATE SYSTEMS OF SUPPORT

The Center on Innovation & Improvement
is a national content center that helps regional centers in their work with states to provide districts, schools, and families, with the opportunity, information, and skills to make wise decisions on behalf of students.

- [National Content Centers](#)
- [Regional Comprehensive Centers](#)
- [State Departments of Education](#)

The Center's Technical Assistance
The Center provides technical assistance for regional comprehensive centers in conjunction with their work with state departments of education and related agencies. Current technical assistance projects include:

- [Restructuring](#)
- [State Evaluation of SES Providers](#)
- [SES Outreach to Parents](#)
- [Statewide Systems of Support](#)
- [Solution Finding](#)
- [Institute for School Improvement and Education Options](#)

How to Search this Website

1. [Research, Reports, Tools](#) to find resources and URLs by key word or topic.
2. [State Database](#) to create reports for one or more States with a wealth of information, tracking data, contact names, and links to SEA websites.
3. [Spotlights](#) to search the archives of spotlighted resources by category.
4. [Support for School Improvement](#) to search the archives of the Support for School Improvement e-newsletter that CII co-sponsors with the [Council of Chief State School Officers](#) (CCSSO).

Quick Links

- [Parent Involvement Resources](#)
- [State Education Agencies](#) (State Dept. of Education)
- [What Works Clearinghouse](#) (Scientific evidence of what works in education)
- [Office of Non-Public Education](#) (ONPE)

Download CII Publications

The following are available for download by completing the publications survey:

1. Handbook on Restructuring and Substantial School Improvement
2. School Turnarounds
3. State SES Evaluation Guide
4. The Mega System: Handbook for Continuous School Improvement
5. Handbook on Statewide Systems of Support
6. Turnaround Actions and Results

[Publication Survey](#)

CII Events and Announcements

The Third Annual Institute for School Improvement and Education Options

Sept. 22-23, 2008 - Rosemont, Illinois

- [Institute Announcement](#)
- [Register for this Event Online](#)
- [Registrant List](#)

Support for School Improvement

Enter your State, District, or School login and password or choose to enroll your District in the program.

[Login or Enroll](#)

2. On this page you will choose to Register Your District, or if you'd already registered, login. **Using this web-entry system requires Internet Explorer 6.0 or higher.** From this page you also have access to download the *Handbook on Restructuring and Substantial School Improvement* from the CII website, or view *Helpful Links and Resources* in the CII resource search engine.

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Support for
School Improvement (SSI)

Enter your State, District, or School login and password or
choose to enroll your District in the program.
Requires Internet Explorer 6.0 or higher

State, District, or School Login:

Password:

Login to SSI

Cancel

Download the Handbook and other publications.
[Handbook on Restructuring and Substantial School Improvement](#)

[Helpful links and resources](#)

- a. Register your District – Here you will provide contact information for the district. You also indicate who the “Process Manager” will be for the SSI process. This person will be the main contact for the project. This may be the District Superintendent or another individual. Be sure to click “Save” when you have finished entering your data. (This information may be edited later, if necessary.) The district Superintendent and Process Manager will receive their Login and Password to access the web system, **via email**, within a few days of their registration.

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District SSI

Welcome to SSI
Register District

Complete the following information to register your district in SSI. Once submitted, the Process Manager will receive by email the login, password, and further instructions.
Thank you.

School District
District Name:
Address:
City: State: Zip:
Phone: Fax: Website:

District Superintendent
☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name: Last name:
Phone: Fax:
Email:

The Process Manager is responsible for overseeing the SSI process.

☐ **Process Manager** (if other than the Superintendent)
☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name: Last name:
Position:
Phone: Fax:
Email:

Save

- b. Once you have registered the district(s) you will be working with, you may return to the SSI login page to enter the web system. **Remember, this web-entry system requires you to use Internet Explorer 6.0 or higher.** (Use the link on the Center for Innovation and Improvement homepage at www.centerii.org to return to the login page.)

The screenshot shows a web page for the Center on Innovation & Improvement. At the top, the logo features a stylized sunburst with the text 'CENTER ON INNOVATION & IMPROVEMENT' and the tagline 'Twin paths to better schools'. Below the logo, the title 'Support for School Improvement (SSI)' is centered. A horizontal line separates the title from the login instructions: 'Enter your State, District, or School login and password or choose to enroll your District in the program.' Below this, a red italicized note states 'Requires Internet Explorer 6.0 or higher'. Another horizontal line precedes the login fields. The first field is labeled 'State, District, or School Login:' and the second is labeled 'Password:'. Below these fields are two buttons: a green 'Login to SSI' button and a yellow 'Cancel' button. At the bottom, there is a link to 'Download the Handbook and other publications.' and a purple underlined link to 'Handbook on Restructuring and Substantial School Improvement'. A final purple underlined link, 'Helpful links and resources', is at the very bottom.

CENTER ON
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**Support for
School Improvement (SSI)**

Enter your State, District, or School login and password or
choose to enroll your District in the program.
Requires Internet Explorer 6.0 or higher

State, District, or School Login:

Password:

Login to SSI

Cancel


Download the Handbook and other publications.
[Handbook on Restructuring and Substantial School Improvement](#)

[Helpful links and resources](#)

State Level– Overview of District Progress

1. SSI Step Description – here you find listed the steps that districts follow in the SSI process along with reports for Steps 4 & 5, and the District Comprehensive Plan report. In the bottom section are districts in your state that are registered for SSI. The dates next to the district name indicate the district's progress. The "Last Add" date indicates the last date that the district made any changes to its data. If the district's name is shown in red, it has responded to a coaching comment which was initiated by the state. (We will discuss "Coaching Comments" later in this instruction booklet.)

[Back to Center on I & I](#)



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Overview of District Progress All Participating Districts in the State of IL


SSI Step Description

Step #	SSI Process	Description
Step 1	Register District	Date of Registration
Step 2	Provide District Information	Date District Information was Submitted
Step 3	Form District Team	Date District Team was Completed
Step 4	Assess District Indicators	Date Indicators Assess was Started
Step 5	District Improvement Plan	Date Action Plan Started
Step 6	Monitor Implementation of District Plan	Date Tasks are Started
Last Add	District Comprehensive Plan	Date of the Last Addition

District Progress (5 districts) *Select a District to View its SSI Process Pages.*
Districts shown in Red have responded to a Coaching Comment.

District	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add	
Adams School District, IL-42	12/21/2007	12/27/2007	12/27/2007				12/27/2007	0
Jackson School District, IL-43	12/26/2007	12/26/2007	12/26/2007				12/26/2007	0
Lincoln School District, IL-75	01/07/2008						01/07/2008	0
Monroe School District, IL-44	12/21/2007						12/21/2007	0
North West School District, IL-1	12/19/2007	12/26/2007	01/24/2008	01/28/2008	01/30/2008	03/28/2008	05/09/2008	0

- a. Step 4 – Assess District Indicators Report – this report allows the state to view the progress the registered districts have made in assessing their indicators. To view the report:
 - i. Choose one of the districts from the drop-down list
 - ii. Check the “All Assessed Indicators” box to view all indicators that have been assessed
 - iii. Click the “Filter Indicators” button to only list specific indicators (see next page)



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North West School District

Step 4: Assess District Indicators

1. Choose a District.

2. Choose Indicators to view: Check "All Assessed Indicators" or Select "Filter Indicators" to choose specific Indicators to view.

1.

North West School District ▼

2. ☒ All Assessed Indicators

Filter Indicators

Indicator: IA02 The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them.

Full Implementation


Evidence: Division wide Community Priorities workshop is held each year. Each school also holds a Community Priorities workshop with their neighborhood. Parental Involvement Facilitators are utilized in a number of schools to assist parents and to assist school staff in their outreach to community members. Various work teams have been formed (i.e., Secondary Reform, Alternative Education) and are comprised of community members, parents, and school staff. The division holds "buddy" meetings with School Board members and City Council members. The Superintendent has a group of business leaders with whom he meets on a monthly basis.

Indicator: IA04 The district provides incentives for staff who work effectively in hard-to-staff and restructured schools.

Limited Development

3	Priority; 3 - highest 2 - medium 1 - lowest
1	Opportunity; 3 - relatively easy to address 2 - accomplished within current policy and budget conditions 1 - requires changes in current policy and budget conditions

1. Here you may choose specific indicators to view in the report by checking the boxes to the left of the indicator id. Click the “Display Indicators” button to view the report. The “Select All” checkbox may be used to reset the filter so that all indicators will be included when viewing the report.



Print

North West School District

Step 4: Assess District Indicators

1. Choose a District.

2. Choose Indicators to view: Check "All Assessed Indicators" or Select "Filter Indicators" to choose specific Indicators to view.


Select Indicators

☐ Select All

<input checked="" type="checkbox"/>	ID	Indicator
<input type="checkbox"/>	IA01	The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.
<input type="checkbox"/>	IA02	The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them.
<input type="checkbox"/>	IA03	The district includes parent organizations in school improvement and restructuring planning and maintains regular communication with them.
<input type="checkbox"/>	IA04	The district provides incentives for staff who work effectively in hard-to-staff and restructured schools.
<input type="checkbox"/>	IA05	The district contracts with external service providers for key services in restructured schools.
<input type="checkbox"/>	IA06	The district provides schools with technology, training, and support for integrated data collection, reporting, and analysis systems.
<input type="checkbox"/>	IA07	The district sets district, school, and student subgroup achievement targets.
<input type="checkbox"/>	IA08	The school board and superintendent present a unified vision for school improvement.

3. Index (Priority score x Opportunity score)

- b. Step 5 – District Improvement Plan Report - this report allows the state to view the progress the registered districts have made in creating their plan. It has the same filtering capabilities as the Step 4 report above.



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North West School District

Step 5: Improvement Plan

1. Choose a District.

2. Choose Objectives to view: Check "All Objectives Included in Improvement Plan" or select "Filter Objectives" to choose specific Objectives to view.


1. North West School District ▼

2. ☒ All Objectives Included in Improvement Plan

Filter Objectives

Objective: IA04 <i>The district will provide incentives for staff who work effectively in hard-to-staff and restructured schools.</i>
3 Index: (Priority Score x Opportunity Score)
Bernice Jackson - Assigned to.
May 31 2008 - Target Date.
Tasks:
1 Research best practices in providing incentives for staff who work in hard to staff and restructured schools. Assigned to: Tom Clark; Target Completion Date: 03/29/2008 Comments: Have research assistant prepare packet of materials on best practices in providing incentives to staff.
2 Convene stakeholder group to review any current incentives and current policies related to staff incentives. Assigned to: Tom Clark; Target Completion Date: 04/05/2008 Comments: Prepare packet of information containing research information and policies.
3 Review best practices and current policies for congruence. Assigned to: Tom Clark; Target Completion Date: 04/10/2008 Comments: Create powerpoint to help discussion

- c. District Comprehensive Plan report – with this report the state can monitor each district’s progress in one place
 - i. Choose a district from the drop-down list whose data you would like to view.
 - ii. The report includes all data for each indicator from steps 4, 5, and 6.



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SSI Progress

North West School District
 District Comprehensive Plan

Support for School Improvement (SSI)

Select District: North West School District ▼

Indicator: IA02 *The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them.*

Full Implementation

Evidence: Division wide Community Priorities workshop is held each year. Each school also holds a Community Priorities workshop with their neighborhood. Parental Involvement Facilitators are utilized in a number of schools to assist parents and to assist school staff in their outreach to community members. Various work teams have been formed (i.e., Secondary Reform, Alternative Education) and are comprised of community members, parents, and school staff. The division holds "buddy" meetings with School Board members and City Council members. The Superintendent has a group of business leaders with whom he meets on a monthly basis.

Indicator: IA04 *The district provides incentives for staff who work effectively in hard-to-staff and restructured schools.*

Limited Development

Index: 3 Assigned to: Bernice Jackson; Target Date: May 31 2008

3 Priority;
3 - highest
2 - medium
1 - lowest

1 Opportunity;
3 - relatively easy to address
2 - accomplished within current policy and budget conditions
1 - requires changes in current policy and budget conditions


Level of Development: Currently, we do offer incentives for high performing administrators to lead schools that are in improvement. We do not offer this same incentive for other school-based staff. This year, the Division Leadership Team delivered a banner announcing full accreditation and a cake for the staff of each school who achieved full accreditation. This was widely covered by our local media. As a matter of fact, the media came to a school in which we had reassigned an administrator. The publicity focused on the principal, staff, and students who made a remarkable turnaround in one year's time. This school made full accreditation and AYP! An announcement was also made during our televised School Board meeting. One school that was formerly in improvement will be recognized at our School Board meeting as receiving the State Competence to Excellence Award. At our monthly Administrative Staff meetings we recognize schools whose data shows continual improvement.

Tasks:

1. Research best practices in providing incentives for staff who work in hard to staff and restructured schools.

2. District Progress - Each district in the state that has been registered is listed in the bottom section of the web page.
 - a. Click on the district name to open that district's web-entry pages to view the data that has been entered by that district in each web-entry form.

[Back to Center on I & I](#)



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Overview of District Progress All Participating Districts in the State of IL

SSI Step Description


Step #	SSI Process	Description
Step 1	Register District	Date of Registration
Step 2	Provide District Information	Date District Information was Submitted
Step 3	Form District Team	Date District Team was Completed
Step 4	Assess District Indicators	Date Indicators Assess was Started
Step 5	District Improvement Plan	Date Action Plan Started
Step 6	Monitor Implementation of District Plan	Date Tasks are Started
Last Add		Date of the Last Addition

[District Comprehensive Plan](#)

District Progress (5 districts) *Select a District to View its SSI Process Pages.*
Districts shown in Red have responded to a Coaching Comment.

District	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add	
Adams School District, IL-42	12/21/2007	12/27/2007	12/27/2007				12/27/2007	0
Jackson School District, IL-43	12/26/2007	12/26/2007	12/26/2007				12/26/2007	0
Lincoln School District, IL-75	01/07/2008						01/07/2008	0
Monroe School District, IL-44	12/21/2007						12/21/2007	0
North West School District, IL-1	12/19/2007	12/26/2007	01/24/2008	01/28/2008	01/30/2008	03/28/2008	05/09/2008	0

b. (District screen shown below)



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[Back to Center on I & I](#)
[Helpful links and resources](#)
[State Process Menu](#)

District SSI

Coaching Comments

Agenda / Minutes

Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

Step	SSI Process	Process Status	
Step 1	Register District	12/19/2007	Completed
Step 2	Provide District Information	12/26/2007	Completed
Step 3	Form District Team	01/24/2008	Completed
Step 4	Assess District Indicators	01/28/2008	Started
Step 5	Create District Improvement Plan	01/30/2008	Started
Step 6	Monitor Implementation of District Plan	03/28/2008	Started

[District SSI process reports](#)

Registered Schools [Register a School in SSI](#)

Schools shown in Red have responded to a Coaching Comment.
 (E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continuous Improvement, RI - Rapid Improvement)

School	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add
Franklin Elementary School (E/RI)	03/28/2008						03/31/2008
Grover Cleveland Elementary School (E/RI)	06/04/2008	06/20/2008	06/09/2008	06/06/2008	06/09/2008	06/12/2008	08/12/2008
Jefferson Elementary School (MHS/RI)	02/21/2008	02/28/2008	03/04/2008	04/29/2008	04/29/2008	04/29/2008	09/22/2008
Kennedy Elementary School (EHS/RI)	06/25/2008						06/25/2008
Washington Middle School (M/CI)	02/25/2008	02/29/2008	03/05/2008				03/28/2008

School SSI process reports:
[Step 4 report: Assess School Indicators](#)
[Step 5 report: School Improvement Plan](#)

- i. Coaching Comments – In the upper right hand corner of the District SSI Process screen (see previous page) you will notice a green button labeled “Coaching Comments.” Click this button to open the Coaching Comments web-entry form. This can be used by the state to send a comment to the district pertaining to a specific step or indicator. There are two ways to send a comment:
1. Add a New Comment – The state may initiate a conversation with the district about a specific step in the SSI process or about a certain indicator by clicking the “Create a New Coaching Comment.” Districts may not initiate a conversation, but may reply to a comment sent by the state.

[State Process Menu](#)
[District Process Menu](#)



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SSI

North West School District, IL
Coaching Comments

[Create a New Coaching Comment](#)
[Select a Coaching Comment to respond](#)

Sender	Added	Added By	Step	Indicator	Comments
COACH	05/09/2008	Tish Johnstown	Step 4		Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job!
DISTRICT	05/09/2008	Bernice Jackson	Step 4		Thank you!

2. Respond to a comment sent by a district – The state may also reply to the responses from the district. To do this, click on the comment from the district to which you would like to respond.

[State Process Menu](#)
[District Process Menu](#)

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SSI

North West School District, IL
Coaching Comments

Create a New Coaching Comment

Select a Coaching Comment to respond

Sender	Added	Added By	Step	Indicator	Comments
COACH	05/09/2008	Tish Johnstown	Step 4		Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job!
DISTRICT	05/09/2008	Bernice Jackson	Step 4		Thank you!

- a. Either of these methods will open the Coaching Comments entry fields. Here you will input your name, the step you would like to refer to, the indicator (if applicable), and your comment. Click the “Save Coaching Comments” button when finished.

[State Process Menu](#)
[District Process Menu](#)



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SSI

North West School District, IL

Coaching Comments

Create a New Coaching Comment

Select a Coaching Comment to respond

Name:

Step Reference:

Indicator (if applicable):

Comments:

Please take another look at this indicator. A unified vision for school improvement from the school board and superintendent is very important for this process. I encourage you to add this to your plan.


Save Coaching Comments

Cancel

Sender	Added	Added By	Step	Indicator	Comments
COACH	05/09/2008	Tish Johnstown	Step 4		Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job!
DISTRICT	05/09/2008	Bernice Jackson	Step 4		Thank you!

3. You will see in the screen below, that the new comment is now included in the coaching comments list. Comments created by the state are shown in blue, and the sender is listed as “COACH.” The district’s responses are shown in black, and the sender is “DISTRICT.” The next time the district opens their web-entry system, they will see a message indicating that they have a new coaching comment from you. When a district has responded to one of your comments, the next time you log into the SSI web-entry system, you will see that district’s name in red on your Overview of District Progress page.

[State Process Menu](#)
[District Process Menu](#)



**CENTER ON
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SSI

North West School District, IL
Coaching Comments


[Create a New Coaching Comment](#)
[Select a Coaching Comment to respond](#)

Sender	Added	Added By	Step	Indicator	Comments
COACH	05/09/2008	Tish Johnstown	Step 4		Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job!
DISTRICT	05/09/2008	Bernice Jackson	Step 4		Thank you!
COACH	10/02/2008	Tish Johnstown	Step 4	IA08	Please take another look at this indicator. A unified vision for school improvement from the school board and superintendent is very important for this process. I encourage you to add this to your plan.

In the next section, you will see the instructions that the district will use in the SSI process. To open these web pages, just click on the name in your “Registered Districts” list on the “Overview of District Progress” page.

District Level - SSI Process

1. Welcome screen – When you login as a district, this is the first screen you’ll see. At the top right of this page you will find some information on how to use this website, and possibly some information specific to your state. Click the “Continue to SSI” button to move into the SSI web entry system.



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Welcome to Support for School Improvement (SSI)

1. SSI includes two planning processes—one for the district and one for each school.
2. A district team directs the district planning process.
3. A school team, typically the school improvement team, directs the school planning process.
4. A "process manager" is appointed by each team, and that person prints out work sheets for team meetings and enters the team’s work into this web-based system.
5. First the district plan is developed, then each school begins its planning.

SSI is premised on specific, research-based indicators of district and school success. It can be used to provide the foundation for an improvement planning process or to supplement a process already in use. Typically, it provides strong, evidence-based and focused support for the plan.


Please note, this application will time out after 45 minutes of inactivity. Save your work often.

Continue to SSI

For technical questions concerning the SSI website contact us.
SSI@adi.org

2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you completed or started your work will appear in the table. Below the table you will find the “District SSI process reports” link for printing the data you’ve entered in each step. The “Coaching Comments” screen is used for conversation between the district and state pertaining to specific steps or indicators. Agenda, Meeting Minutes, and Worksheets are also available for your use as you work through this process. In the bottom section of this page you will register schools to use the SSI system and track their progress.

[Back to Center on I & I](#)
[Helpful links and resources](#)



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Twin paths to better schools

District SSI

Coaching Comments

Agenda / Minutes

Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

Step	SSI Process	Process Status	
Step 1	Register District	12/19/2007	Completed
Step 2	Provide District Information	12/26/2007	Completed
Step 3	Form District Team	01/24/2008	Completed
Step 4	Assess District Indicators	01/28/2008	Started
Step 5	Create District Improvement Plan	01/30/2008	Started
Step 6	Monitor Implementation of District Plan	03/28/2008	Started

[District SSI process reports](#)

Registered Schools [Register a School in SSI](#)

Schools shown in Red have responded to a Coaching Comment.
 (E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continuous Improvement, RI - Rapid Improvement)


School	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add
Franklin Elementary School (E/RI)	03/28/2008						03/31/2008
Grover Cleveland Elementary School (E/RI)	06/04/2008	06/20/2008	06/09/2008	06/06/2008	06/09/2008	06/12/2008	08/12/2008
Jefferson Elementary School (MHS/RI)	02/21/2008	02/28/2008	03/04/2008	04/29/2008	04/29/2008	04/29/2008	09/22/2008
Kennedy Elementary School (EHS/RI)	06/25/2008						06/25/2008
Washington Middle School (M/CI)	02/25/2008	02/29/2008	03/05/2008				03/28/2008

School SSI process reports:
[Step 4 report: Assess School Indicators](#)
[Step 5 report: School Improvement Plan](#)

3. Entering/Editing District Data

- a. Step 1 – Register District – Here you will see the district information that was entered when your state registered you. You may edit this information as necessary. Click “Save” to save any changes you make.

[District Process Menu](#)

Twin paths to better schools

District SSI

North West School District
Register District

Complete the following information to register your district in SSI. Once submitted, the Process Manager will receive by email the login, password, and further instructions. Thank you.

School District Registered - 10/18/2007

District Name:

Address:

City: State: Zip:

Phone: Fax: Website:

District Superintendent

☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. First name: Last name:

Phone: Fax:

Email:

The Process Manager is responsible for overseeing the SSI process.

☒ **Process Manager** (if other than the Superintendent)

☐ Dr. ☒ Mr. ☐ Ms. ☐ Mrs. First name: Last name:


Position:

Phone: Fax:

Email:

- b. Step 2 – Provide District Information – In this form you will enter demographic and assessment data about your district. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.) Be sure to click “Save” when you are finished. Click the Print button to print a copy of the data you’ve entered.

[District Process Menu](#)



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District SSI

North West School District
Provide District Information

Suggestion: print this page, complete work, then enter information into web page.

Schools in your District	# schools	enrollment	<i>(numbers only)</i>
Elementary Schools	<input type="text" value="2"/>	<input type="text" value="450"/>	
Middle Schools	<input type="text" value="0"/>	<input type="text" value="0"/>	
High Schools	<input type="text" value="0"/>	<input type="text" value="0"/>	
Alternative Schools	<input type="text" value="0"/>	<input type="text" value="0"/>	
Other (list below)			
<input type="text" value="Other School 1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
<input type="text" value="Other School 2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Percentage of Students by Ethnicity

Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)

<input type="text" value="5"/> % American Indian/Alaskan native	<input type="text" value="10"/> % Hispanic
<input type="text" value="10"/> % Asian/Pacific Islander	<input type="text" value="63"/> % White, not Hispanic
<input type="text" value="10"/> % African-American, not Hispanic	<input type="text" value="2"/> % Other


Other Student Demographics

<input type="text" value="10"/> % Percent of Students Qualifying for Free or Reduced Lunch
<input type="text" value="5"/> % Percent of Students Receiving Special Education (IEP students)
<input type="text" value="98"/> % School Attendance Percentage
<input type="text" value="12"/> % School Mobility Percentage
<input type="text" value="5"/> % Percent of Students that are Limited English Proficient (LEP)
<input type="text" value="2"/> % Percent of Students Whose Parents Read Spanish but not English

State Standards Assessment Scores

- c. Step 3 – Form District Team – Here you will enter the members of your District Team. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.) This team will include your Superintendent and your process manager (if different than your superintendent), and any others you choose to include from the school district and community. Use the “Add a Team Member” button (not shown here) to enter information about each member of your team. Click “Save” to add them to the list. If you need to edit or delete a team member’s information, just click on his/her name to make the changes.

[District Process Menu](#)



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Twin paths to better schools

District SSI

**North West School District
Form District Team**

Add a team member. Select a team member to update or delete.

Member	Association	Phone	Email
Dennis Calvin	District Staff	123-123-8642	dcalvin@nwds.edu
Mark Harris	Board Member	123-123-6517	mharris@hotmail.com
Bernice Jackson	Assistant Superintendent	123-123-8164	bjackson@nwds.edu
James Parker	Superintendent	123-123-4567	jparker@nwds.edu
Brian Stanton	Community Leader	123-125-8432	bstanton@yahoo.com
Janet Swanson	District Staff	123-123-8257	jswanson@nwds.edu
6 member(s)			

First Name:

Last Name:

Association: -- Other, please list --> v


Phone:

Email:

Save
Cancel

- d. Step 4 – Assess District Indicators – On this page you will see the Indicators that are available to be assessed by the District. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.) Click on an indicator and complete the assessment entry form. Indicators in need of improvement will be included when creating your plan in Step 5. The indicators you have assessed will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red.

[District Process Menu](#)



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Twin paths to better schools

District SSI

North West School District
Assess District Indicators

Select indicator and complete form to assess whether it is a strength or an area in need of improvement. Indicators in need of improvement will be included in creating your plan.

ID Indicators to Review (29)
(Select indicator to assess.)

IA01	The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.
IA03	The district includes parent organizations in school improvement and restructuring planning and maintains regular communication with them.
IA05	The district contracts with external service providers for key services in restructured schools.
IA09	The superintendent and other central office staff are accountable for school improvement and student learning outcomes.
IA12	The district intervenes early when a school is not making adequate progress.
IA13	The district works with the school to provide early and intensive intervention for students not making progress.
IA15	The district allows school leaders reasonable autonomy to do things differently in order to succeed.

ID Indicators Previously Reviewed (8)
(Select indicator to change your level of development or implementation. Indicators excluded from plan are shown in red.)

IA02	The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them.
IA04	The district provides incentives for staff who work effectively in hard-to-staff and restructured schools.
IA06	The district provides schools with technology, training, and support for integrated data collection, reporting, and analysis systems.
IA07	The district sets district, school, and student subgroup achievement targets.
IA08	The school board and superintendent present a unified vision for school improvement.
IA10	The district regularly reallocates resources to support school, staff, and instructional improvement.
IA11	The district ensures that key pieces of user-friendly data are available in a timely fashion at the district, school, and classroom levels.

- i. When assessing your indicators, if the level of development is “No development or Implementation” you will then determine if it is “Not a priority or interest” or “Will include in plan.” If the indicator isn’t a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the “Priority Score – how important is it to include this indicator in our plan at this time” and “Opportunity Score – the level of ease with which this indicator can be implemented,” and describe the current level of development or implementation. The “Wise Ways” link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.

Indicator number: IA01 [Wise Ways™](#) Cancel

The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.

1. Choose your level of development or implementation for this indicator.

☒ No development or implementation ☐ Limited development or implementation ☐ Full implementation * required field

☐ Not a priority or interest ☒ Will include in plan * required field

2. Priority Score: * required field

☒ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority

3. Opportunity Score: * required field

☒ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

- ii. If you choose “Limited development or implementation” the following information must be completed.

Indicator number: IA01 *Wise Ways™*

Cancel

The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.

1. Choose your level of development or implementation for this indicator.

☐ No development or implementation ☒ Limited development or implementation ☐ Full implementation * required field

2. Priority Score: * required field

☒ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority

3. Opportunity Score: * required field

☒ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

- iii. If you choose “Full Implementation” you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.

Indicator number: IA01 *Wise Ways™*

Cancel

The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.


1. Choose your level of development or implementation for this indicator.

☐ No development or implementation ☐ Limited development or implementation ☒ Full implementation * required field

2. Please provide evidence that this indicator has been fully and effectively implemented. * required field

- e. Step 5 – Create District Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. For each objective, you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. If the Index Score for an indicator is high, it is something that is a high priority and easy to accomplish. If the Index Score is low, it's a low priority and requires changes in current policy and budget conditions. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click on an objective to assign it to a team member.

[Objective List](#)
[District Process Menu](#)




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Twin paths to better schools

District SSI


Define Objective and Assign Tasks

Objective: **IA01** [Wise Ways™](#)

The district will include municipal and civic leaders in school improvement and restructuring planning and maintain regular communication with them.


1. Assign a team member to manage and monitor your work toward this objective.  *add members in step 3 of Process Menu

2. Describe how it will look when this objective is being fully met in your District.

3. Establish a date by which your description above will be a reality. 

4.

- i. Assign the objective – First, you will choose a member of your District Team to manage and monitor the work toward this objective. If the person you would like to assign to this objective is not already included in your district team, return to step 3 and add them before proceeding. To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The “Wise Ways” link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click “Save” when you’re finished.



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[Objective List](#)
[District Process Menu](#)

District SSI

Define Objective and Assign Tasks

Objective: **IA01** [Wise Ways™](#)

The district will include municipal and civic leaders in school improvement and restructuring planning and maintain regular communication with them.

1. Assign a team member to manage and monitor your work toward this objective.

- select -


[* add members in step 3 of Process Menu](#)

2. Describe how it will look when this objective is being fully met in your District.

3. Establish a date by which your description above will be a reality.

4. Save

- ii. Create Tasks – Once the objective has been assigned to a team member, you will create a list of tasks needed to complete (or meet) the objective. Click the “Add a Task” button. (Note: You will see previously entered tasks listed at the bottom of this web page.)



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[Objective List](#)
[District Process Menu](#)

District SSI

Define Objective and Assign Tasks

Objective: **IA07** *Wise Ways™*

The district will set district, school, and student subgroup achievement targets.

1. Assign a team member to manage and monitor your work toward this objective. Brian Stanton * add members in step 3 of Process Menu

2. Describe how it will look when this objective is being fully met in your District.

Division targets for performance on the district, school, student subgroup, and student levels will be set and fully communicated.


3. Establish a date by which your description above will be a reality. 04/17/2008

4. Edit steps 1 - 3. Edit

5. Create a series of tasks for this objective. Add a task

# Task assigned to this objective (click to edit task)	Assigned to	Target Date
1 Meet with Director of Instructional Accountability to set targets for student subgroups. (Targets have already been established at the district, school, and student levels.)	Samuel Jenner	04/03/2008
2 Work with the division Administrative Staff team to establish a need for subgroup monitoring.	Samuel Jenner	04/10/2008

- iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the District Team, by choosing their name from the drop-down list, **OR** move to the “Other” field to enter the name of a person who is not on the District Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click “Save” once you’ve finished. Repeat to enter all tasks for the objective.



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[Objective List](#)
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District SSI

Define Objective and Assign Tasks

Objective: **IA07** [Wise Ways™](#)

The district will set district, school, and student subgroup achievement targets.

1. Assign a team member to manage and monitor your work toward this objective.

Brian Stanton

* add members in step 3 of Process Menu

2. Describe how it will look when this objective is being fully met in your District.

Division targets for performance on the district, school, student subgroup, and student levels will be set and fully communicated.

3. Establish a date by which your description above will be a reality.

04/17/2008

4. Edit steps 1 - 3.

Edit

5. Create a series of tasks for this objective.

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task.

- Other please list -->>

Other:

5 c. Establish a date this task will be completed.

5 d. Record notes from your discussion that will be helpful to the person responsible for this task.

Save


Cancel

State-Level Instruction Handbook
Support for School Improvement

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- f. Step 6 – Monitor Implementation of District Plan – Now that your plan has been created, you will work to complete the assigned tasks and put the objectives into place in your district. The list of objectives you see on this page shows the person on the district team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed for each objective as you move forward in this process. The Status Reported column shows the date that all tasks for the objective were completed.

[District Process Menu](#)



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Twin paths to better schools

District SSI


North West School District

Monitor Implementaton of District Plan

District Plan (3 objectives)

ID	Select Objective to update task progress.	Assigned to	Target Date	Tasks	% Tasks Completed	Status Reported
IA04	The district will provide incentives for staff who work effectively in hard-to-staff and restructured schools.	Bernice Jackson	05/31/2008	8	12 %	
IA07	The district will set district, school, and student subgroup achievement targets.	Brian Stanton	04/17/2008	2	100 %	05/16/2008
IA14	The district will recruit, train, support, and place personnel to competently address the problems of schools in need of improvement.	Dennis Calvin	05/06/2008	7	0 %	

- i. Monitoring the completion of tasks – When you click an objective that has not yet been completed (shown in blue), you will see this screen. Here you see listed the tasks created for the objective, the person each task is assigned to, and the target date of completion. Click on a task to monitor the work being done.



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[Monitor Plan List](#)
[District Process Menu](#)

District SSI

Monitor District Plan

Indicator: IA04 / Plan ID: 162

Objective: *The district will provide incentives for staff who work effectively in hard-to-staff and restructured schools.*

Assigned to: **Bernice Jackson**
Objective Target Date: **05/31/2008**

# Select Task to Update.	Assigned to	Target Date	Completed
1 Research best practices in providing incentives for staff who work in hard to staff and restructured schools.	Tom Clark	03/29/2008	05/05/2008
2 Convene stakeholder group to review any current incentives and current policies related to staff incentives.	Tom Clark	04/05/2008	
3 Review best practices and current policies for congruence.	Tom Clark	04/10/2008	
4 Crosswalk best practices with current school board policies on staff incentives.	Tom Clark	04/17/2008	
5 Recommend revisions to current policy or draft new policy if needed.	Tom Clark	04/24/2008	
6 Convene Policy Review Committee to present recommended revisions to current policies and/or new policies.	Tom Clark	04/30/2008	
7 Take recommended policies to School Board for consideration.	Tom Clark	04/30/2008	
8 Implement new policies adopted by Board.	Tom Clark	05/03/2008	

1. Update Task - Here you will see the task that was created and any additional comments that were entered to provide help to the person the task is assigned to. The “Comments” field may be added to as the work on the task progresses. When the task has been completed, enter the date into the field provided and click “Save.” If you want to exclude the task from the objective, you may do so by clicking the “Delete” button. **Do this only if you no longer want the task to be completed for the objective.**

Update Tasks

Task: 2

Convene stakeholder group to review any current incentives and current policies related to staff incentives.

Comments

Prepare packet of information containing research information and policies.

If completed, enter completion date.

Save


Cancel

Delete this task from the plan.

Delete

- Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click “Save” when all data has been entered.

[Monitor Plan List](#)
[District Process Menu](#)



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Twin paths to better schools

District SSI

Monitor District Plan

Indicator: IA07 / Plan ID: 163

Objective: The district will set district, school, and student subgroup achievement targets.

Assigned to: **Brian Stanton**
 Objective Target Date: **04/17/2008**

Report Status of Objective

The tasks assigned to this Objective have been completed.

1. Please describe your experience in pursuing this Objective.

Pursuing this objective at the student subgroup level with the Director of Instructional Accountability and the division Administrative Staff team has been very helpful. We have been able to pull the interested parties together, which has not been the case in the past.

2. What continued work will be necessary to sustain your efforts and continue to meet the Objective.


We will continue the relationship between these parties as we move forward. We plan to have monthly meetings to touch base and make adjustments in instruction as necessary.

Save

#	Select Task to Update.	Assigned to	Target Date	Completed
1	Meet with Director of Instructional Accountability to set targets for student subgroups. (Targets have already been established at the district, school, and student levels.)	Samuel Jenner	04/03/2008	05/16/2008
2	Work with the division Administrative Staff team to establish a need for subgroup monitoring.	Samuel Jenner	04/10/2008	05/15/2008

4. District SSI Process Reports – the following reports are available to the district to report out its progress with the SSI system
 - a. Step 1 - District Registration –registration data entered into the SSI system
 - b. Step 2 - District Information – demographic and assessment data for the district
 - c. Step 3 - Team Members – lists members of District Team
 - d. Step 4
 - i. List of Indicators Included in Plan – an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
 - ii. Detailed Report of Assessed Indicators – a complete list of all indicators and their assessment data.
 - e. Step 5
 - i. List of Objectives Included in Plan – an abbreviated list of objectives in the plan, the description of how each objective will look when met, their P/O Index, the team member the objective is assigned to, and the target date.
 - ii. Detailed Report of Objectives and Tasks – a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
 - f. Step 6
 - i. Progress Overview Report – an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported date.
 - ii. Detailed Progress Report – a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the “experience” and “sustain” comments. This report may be filtered by team member.
 - g. Comprehensive Plan Report – this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a district has made in the SSI program.
 - h. Coaching Comments – this report lists all comments exchanged between the state and the district. The comments are listed in date order, with the state comments in blue and the district responses in black.

5. Other Helps – In the top right corner of the District main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.



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[SSI Resources](#)
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North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

Step	SSI Process	Process Status	
Step 1	Register District	12/19/2007	Completed
Step 2	Provide District Information	12/26/2007	Completed
Step 3	Form District Team	01/24/2008	Completed

a. SSI Resources

- i. SSI Indicators – The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
- ii. SSI Instructions – The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.
- iii. Additional Resources
 1. Helpful Links and Resources – this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
 2. Center on I & I – this link will take you back to the home CII webpage.



Twin paths to better schools

North West School District

SSI Indicators

[District Indicators \(pdf\)](#)

[Rapid Improvement Leader Indicators \(pdf\)](#)

[Continuous Improvement School Indicators \(pdf\)](#)

[Rapid Improvement School Indicators \(pdf\)](#)

SSI Instructions

[SSI School instructions \(pdf\)](#)

Additional Resources

[Helpful links and resources](#)

[Center on I & I](#)

- b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the state. You as the district may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.
- i. You will receive notification, in red, on the District main page that you’ve received a coaching comment from the state.



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[SSI Resources](#)

Coaching Comments
Agenda / Minutes
Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process You have received a new Coaching Comment.

Step	SSI Process	Process Status	
Step 1	Register District	12/19/2007	Completed
Step 2	Provide District Information	12/26/2007	Completed
Step 3	Form District Team	01/24/2008	Completed
Step 4	Assess District Indicators	01/28/2008	Started
Step 5	Create District Improvement Plan	01/30/2008	Started
Step 6	Monitor Implementation of District Plan	03/28/2008	Started

[District SSI process reports](#)

- ii. Click on the “Coaching Comments” button to view the comments from the state. Any previous comments and your subsequent responses will be listed here. The state’s comments are listed in blue with the Sender as “COACH.” The district’s comments are listed in black with the Sender as “DISTRICT.” Click on the comment to which you would like to respond.

[District Process Menu](#)



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Twin paths to better schools

SSI

North West School District, IL


Coaching Comments

Select a Coaching Comment to respond

Sender	Added	Added By	Step	Indicator	Comments
COACH	05/09/2008	Tish Johnstown	Step 4		Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job!
DISTRICT	05/09/2008	Bernice Jackson	Step 4		Thank you!
COACH	10/02/2008	Tish Johnstown	Step 4	IA08	Please take another look at this indicator. A unified vision for school improvement from the school board and superintendent is very important for this process. I encourage you to add this to your plan.

- iii. This opens the fields where you will enter your response. Click “Save Coaching Comments” when you’re finished. This will send a notification to the state that you have responded to their comment.

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Twin paths to better schools

SSI

North West School District, IL

Coaching Comments

Select a Coaching Comment to respond

Responding to:

COACH - 10/02/2008 - Tish Johnstown Step 4

Please take another look at this indicator. A unified vision for school improvement from the school board and superintendent is very important for this process. I encourage you to add this to your plan.

Name:

Step Reference:

Indicator (if applicable):

Comments:

Sender	Added	Added By	Step	Indicator	Comments
COACH	05/09/2008	Tish Johnstown	Step 4		Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job!
DISTRICT	05/09/2008	Bernice Jackson	Step 4		Thank you!
COACH	10/02/2008	Tish Johnstown	Step 4	IA08	Please take another look at this indicator. A unified vision for school improvement from the school board and superintendent is very important for this process. I encourage you to add this to your plan.

- c. Agenda/Minutes – Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the “Agenda/Meeting Minutes” button to open. Once you’ve held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.
- i. First, let’s create a new agenda. Click the “Set up a Meeting Agenda” link.



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North West School District

Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

Step 4. Assess Indicators, Step 5. Create Improvement Plan, Step 6 Monitor improvement plan

- * Meeting: edit the contents of a meeting and add the Minutes.
- * Minutes: print the Minutes of a meeting.
- * Agenda: print the Agenda for a meeting.
- * Minutes Form: print a form to be used to collect the Minutes of a meeting.

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/26/2008	6:00 pm		Main building, room 222	4 5 6	edit		print	print
09/23/2008	6:00 pm		Front Office	4 5 6	edit		print	print
09/16/2008	7:00 pm		Library		edit		print	print
09/09/2008	6:30 p.m.	8:30 pm	Library	4 5 6	edit	print		

1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select District Indicators" link.


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Twin paths to better schools

[Back to SSI Meetings](#)

North West School District

Meeting Agenda
** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps ** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**
** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*
a. [Select District Indicators](#)
b.
Indicator List:

☐ **Step 5. Create Improvement Plan**
** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*
a. [Select District Objectives](#)
b.
Objective List:

☐ **Step 6. Monitor Improvement Plan**
** Print uncompleted Tasks to review.*
a. [Tasks \(not completed\)](#)

Other Business:

- a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
- b. Click the “Indicator List” button.

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Twin paths to better schools

Date: _____

Step 4. Assess District Indicators

Select an indicator from the list and print worksheet. [Indicator List](#) [Print](#)

1. Choose your level of development or implementation for this indicator.

☐ No development or implementation **go to 1 - A**

☐ Limited development or implementation **go to 2**

☐ Full implementation **go to 2 - C**

1 - A. IF No development or implementation is selected choose one

☐ Not a priority or interest **Done**

☐ Will include in plan **go to 2**

2. Priority Score:

☐ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority **go to 3**

3. Opportunity Score:

☐ 3 - relatively easy to address


☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions **go to 4**

2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done

4. Please describe the current level of development or implementation. Done

- c. This opens a list of the all indicators that are available to be assessed. Click on an indicator that you will be assessing at your meeting, and then click the “Print” button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the district team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.



CENTER ON

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Twin paths to better schools

Date: _____

Step 4. Assess District Indicators

Select an indicator from the list and print worksheet.

Indicator List
Print

Select and Indicator from the list.

IA01 - The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.
IA02 - The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them.
IA03 - The district includes parent organizations in school improvement and restructuring planning and maintains regular communication with them.
IA04 - The district provides incentives for staff who work effectively in hard-to-staff and restructured schools.
IA05 - The district contracts with external service providers for key services in restructured schools.
IA06 - The district provides schools with technology, training, and support for integrated data collection, reporting, and analysis systems.
IA07 - The district sets district, school, and student subgroup achievement targets.
IA08 - The school board and superintendent present a unified vision for school improvement.
IA09 - The superintendent and other central office staff are accountable for school improvement and student learning outcomes.
IA10 - The district regularly reallocates resources to support school, staff, and instructional improvement.
IA11 - The district ensures that key pieces of user-friendly data are available in a timely fashion at the district, school, and classroom levels.
IA12 - The district intervenes early when a school is not making adequate progress.
IA13 - The district works with the school to provide early and intensive intervention for students not making progress.

3. Next, click the “Update Indicator List” button to insert the indicator ids that you’ll be assessing at your meeting into the Indicator List field on the agenda form.


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[Back to SSI Meetings](#)

North West School District

Meeting Agenda
** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps ** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**
** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

- [Select District Indicators](#)
-

Indicator List:

☐ **Step 5. Create Improvement Plan**
** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

- [Select District Objectives](#)
-

Objective List:

- a. Now you can move on to Step 5. Create Improvement Plan. Click the “Select District Objectives” link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

CENTER ON
INNOVATION & IMPROVEMENT

Twin paths to better schools

Date: _____

Step 5. Create District Improvement Plan

1. Select Objective List to display your Objectives.

2. Select an Objective from the displayed list and print.

3. Repeat steps 1 & 2 for each Objective you will review.

Objective List

Print

1. Assign a team member to manage and monitor your work toward this objective. _____

2. Describe how it will look when this objective is being fully met in your District.

3. Establish a date by which your description above will be a reality. ____ / ____ / ____

Tasks

T-1. Create a task for this objective.

T-1a. Assign a person to be responsible for this task. _____

T-1b. Establish a date this task will be completed. ____ / ____ / ____

T-1c. Record notes from your discussion that will be helpful to the person responsible for this task.

4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.

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Twin paths to better schools

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North West School District

Meeting Agenda

** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps

** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**

** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. [Select District Indicators](#)

b.

Indicator List:

☒ **Step 5. Create Improvement Plan**

** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. [Select District Objectives](#)

b.

Objective List:

☒ **Step 6. Monitor Improvement Plan**

** Print uncompleted Tasks to review.*

a. [Tasks \(not completed\)](#)

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Support for School Improvement

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- a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.

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Print

Step 6. Monitor Plan Tasks (not completed)

Assigned to : - All Assigned - * Select a member from the dropdown list to filter Tasks.

Due Date	Task	Task Assigned	Objective
03/29/2008	Research best practices in providing incentives for staff who work in hard to staff and restructured schools.	Tom Clark	IA04
03/29/2008	Convene a stakeholder group to review current staffing practices and related policies.	Brian Stanton	IA14
04/03/2008	Research best practices in staffing hard to staff schools.	Brian Stanton	IA14
04/03/2008	Meet with Director of Instructional Accountability to set targets for student subgroups. (Targets have already been established at the district, school, and student levels.)	Samuel Jenner	IA07
04/05/2008	Convene stakeholder group to review any current incentives and current policies related to staff incentives.	Tom Clark	IA04
04/08/2008	Review best practices and current policies for congruence.	Brian Stanton	IA14
04/10/2008	Review best practices and current policies for congruence.	Tom Clark	IA04
04/10/2008	Work with the division Administrative Staff team to establish a need for subgroup monitoring.	Samuel Jenner	IA07

5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click “Save Agenda” when you are finished.

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North West School District

Meeting Agenda

** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date: 10/1/2008

Time: 8:30 am

Location: Conference Room

SSI Steps

** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**

** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. [Select District Indicators](#)

b. [Update Indicator List](#)

Indicator List: IA01 IA02 IA03

[Clear Indicator List](#)

☒ **Step 5. Create Improvement Plan**

** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. [Select District Objectives](#)

b. [Update Objective List](#)

Objective List: IA01

[Clear Objective List](#)

☒ **Step 6. Monitor Improvement Plan**

** Print uncompleted Tasks to review.*

a. [Tasks \(not completed\)](#)

Other Business:


Discuss other individuals that we would like to invite to be team members.

[Save Agenda](#)

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- ii. Use the “edit” buttons to update your agenda information. (This is also the same screen you’ll use to update any minutes information.)
- iii. Use the “print” button in the “Agenda” column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)
- iv. Use the “print” button in the “Minutes Form” column to print the “minutes” worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



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North West School District

Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

Step 4. Assess Indicators, Step 5. Create Improvement Plan, Step 6 Monitor improvement plan

* Meeting: edit the contents of a meeting and add the Minutes.

* Minutes: print the Minutes of a meeting.

* Agenda: print the Agenda for a meeting.

* Minutes Form: print a form to be used to collect the Minutes of a meeting.

ii
iii
iv

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
10/01/2008	8:30 am		Conference Room	4 5 6	edit		print	print
09/26/2008	6:00 pm		Main building, room 222	4 5 6	edit		print	print
09/23/2008	6:00 pm		Front Office	4 5 6	edit		print	print
09/16/2008	7:00 pm		Library		edit		print	print
09/09/2008	6:30 p.m.	8:30 pm	Library	4 5 6	edit	print		

- v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the “edit” button in the “Meeting” column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the “Save Minutes” button to save.

Meeting Minutes * Enter and Submit following the SSI meeting.


Team Members in Attendance:

☐ Dennis Calvin ☐ Mark Harris ☐ Bernice Jackson ☐ Bill Jones ☐ James Parker ☐ Brian Stanton ☐ Janet Swanson

Guests:

Action Taken:

Adjourned Time:

Next Meeting Date: 

Meeting Time:

Meeting Location:

Save Minutes

- vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the “edit” button.



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North West School District

Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

Step 4. Assess Indicators, Step 5. Create Improvement Plan , Step 6 Monitor improvement plan

- * Meeting: edit the contents of a meeting and add the Minutes.
- * Minutes: print the Minutes of a meeting.
- * Agenda: print the Agenda for a meeting.
- * Minutes Form: print a form to be used to collect the Minutes of a meeting.

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
10/01/2008	8:30 am		Conference Room	4 5 6	edit		print	print
09/26/2008	6:00 pm		Main building, room 222	4 5 6	edit		print	print
09/23/2008	6:00 pm		Front Office	4 5 6	edit		print	print
09/16/2008	7:00 pm		Library		edit		print	print
09/09/2008	6:30 p.m.	8:30 pm	Library	4 5 6	edit	print		

- d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

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[District Process Menu](#)

SSI Printable Worksheets

District SSI

[Step 2. Provide District Information](#)

[Step 3. Create District Team](#)


[Step 4. Assess District Indicators](#)

[Step 5. Create District Improvement Plan](#)

[Step 6. Uncompleted Plan Tasks](#)

6. Register Schools

- a. Register a School in SSI – to register a school, you will complete and submit this form.
 - i. In the portion of the School Registration form shown below you will provide contact information for the school, the School Principal, assign the role of School Process Manager (if other than the Principal), and name a District Liaison (optional). The Process Manager is appointed by the school team. This person will print out work sheets for team meetings and enter the team’s work into the web-based SSI system. The District Liaison is a district-level person who will be the District’s primary contact with the School Improvement Team.

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Twin paths to better schools

School SSI

School Registration

Support for School Improvement (SSI)
Complete the following School Registration Information.

School Information
School Name:
Address:
City: State: Zip:
Phone: Fax: Website:

School Principal
☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name: Last name:
Phone: Fax:
Email:

☐ **School Process Manager** (if other than the School Principal)
The Process Manager is responsible for overseeing the SSI process at the School Level.
☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs. First name: Last name:
Position:
Phone: Fax:
Email:

☐ **District Liaison**
Optional, designate a district-level person who will be the District's primary contact with the School Improvement Team.

- ii. Please indicate whether the school is elementary, middle, or high school. You may choose one or any combination of these that best represents the grade levels taught in the school

School Type <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School
--


- iii. We also ask that you indicate whether the school is in “Continuous Improvement – Making progress, incremental improvement is appropriate” or “Rapid Improvement –Chronically low-performing, in need of rapid improvement” status. This will determine the indicators the school will work with in the SSI system. If the school will be using the Rapid Improvement version of the SSI process, the school’s Principal will be the Rapid Improvement Leader. A district-level person who will be the Rapid Improvement Leader Mentor should also be named at this time. This person will be responsible for coaching and overseeing the progress of the Rapid Improvement Leader. Be sure to click the “Submit Request” button when you are finished.

SSI Program <i>The SSI program provides two separate improvement tracks. The Continuous Improvement track is guided by the school improvement team and based on indicators from continuous improvement research. The Rapid Improvement track is guided by the school improvement team, includes a special planning system for the principal (Rapid Improvement Leader), and is based on rapid improvement research. The Rapid Improvement track requires the district designate a district-level person who will be responsible for coaching and overseeing the progress of the Rapid Improvement Leader (school's principal).</i>
<input type="checkbox"/> Continuous Improvement - School is making progress, incremental improvement is appropriate <input checked="" type="checkbox"/> Rapid Improvement - School is chronically low-performing, in need of rapid improvement
Rapid Improvement Leader Mentor <i>Please designate the district-level person who will be responsible for coaching and overseeing the progress of the Rapid Improvement Leader (school's principal).</i>
Choose a Rapid Improvement Leader Mentor or add a new RIL Mentor below. <input type="text" value="- select -"/>
* <input type="radio"/> Dr. <input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs. First name: * <input type="text"/> Last name: * <input type="text"/>
Position: <input type="text"/> Phone: * <input type="text"/>
Email: * <input type="text"/> Fax: <input type="text"/>
<input type="button" value="Submit Request"/>

- b. Registered Schools – the schools that have been registered by your district will be listed in the bottom section of the District Process Menu page. The coding to the right of the school name indicates the grade level – E=elementary, M=middle, and HS=High School, and SSI Program – CI=Continuous Improvement, RI=Rapid Improvement. The dates shown next to the school names indicate the school’s progress as they work through each step. The “Last Add” date indicates the last date that the school made any changes to their data. If the school’s name is shown in red, they have responded to a coaching comment which was initiated by the district. (We will cover this later in the instruction booklet.) You may click on a school name to open the school’s SSI web entry pages to monitor their progress.

Registered Schools Register a School in SSI <i>Schools shown in Red have responded to a Coaching Comment.</i> <i>(E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continuous Improvement, RI - Rapid Improvement)</i>							
School	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add
Franklin Elementary School (E/RI)	03/28/2008						03/31/2008
Grover Cleveland Elementary School (E/RI)	06/04/2008	06/20/2008	06/09/2008	06/06/2008	06/09/2008	06/12/2008	06/20/2008
Jefferson Elementary School (E/CI)	02/21/2008	02/28/2008	03/04/2008	04/29/2008	04/29/2008	04/29/2008	06/18/2008
Washington Middle School (M/CI)	02/25/2008	02/29/2008	03/05/2008				03/28/2008
School SSI process reports: Step 4 report: Assess School Indicators Step 5 report: School Improvement Plan							

- c. Step 4 report: Assess School Indicators – this report allows the district to view the progress the registered schools have made in assessing their indicators. To view the report:
- Choose one of the schools from the drop-down list
 - To view all indicators that have been assessed check the “All Assessed Indicators” box



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[Print](#)

Jefferson Elementary School

Step 4: Assess School Indicators

1. Choose a School.

2. Choose Indicators to view: Check "All Assessed Indicators" or Select "Filter Indicators" to choose specific Indicators to view.


1. Jefferson Elementary School ▼

2. ☒ All Assessed Indicators

Filter Indicators

Indicator: IE02 Develops the leadership capacity of others in the school.	
No development or Implementation	
Will Include in Plan	
2	Priority; 3 - highest 2 - medium 1 - lowest
3	Opportunity; 3 - relatively easy to address 2 - accomplished within current policy and budget conditions 1 - requires changes in current policy and budget conditions
6	Index (Priority score x Opportunity score)
Level of Development: At this time we have not chosen to include any leadership related workshops in our institute days.	

- iii. To view only specific indicators, click the filter button. Here you may choose specific indicators to view in the report by checking the boxes to the left. Click the “Display Indicators” button to view the report. If you check the “Select All” box and view the report again, you will see listed all indicators - those that have been assessed and those that haven’t.



Print

Jefferson Elementary School

Step 4: Assess School Indicators

1. Choose a School.
2. Choose Indicators to view: Check "All Assessed Indicators" or Select "Filter Indicators" to choose specific Indicators to view.

1.

Jefferson Elementary School

2. ☒ All Assessed Indicators

Select Indicators

☐ Select All


Display Indicators

Cancel

<input checked="" type="checkbox"/>	ID	Indicator
<input type="checkbox"/>	ID01	A team structure is officially incorporated into the school improvement plan and school governance policy.
<input type="checkbox"/>	ID02	All teams have written statements of purpose and by-laws for their operation.
<input type="checkbox"/>	ID03	All teams operate with work plans for the year and specific work products to produce.
<input type="checkbox"/>	ID04	All teams prepare agendas for their meetings.
<input type="checkbox"/>	ID05	All teams maintain official minutes of their meetings.
<input type="checkbox"/>	ID06	The principal maintains a file of the agendas, work products, and minutes of all teams.
<input type="checkbox"/>	ID07	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).
<input type="checkbox"/>	ID08	The Leadership Team serves as a conduit of communication to the faculty and staff.
<input type="checkbox"/>	ID09	The Leadership Team shares in decisions of real substance pertaining to curriculum, instruction, and professional development.

- d. Step 5 report: School Improvement Plan – this report allows the district to view the progress the registered schools have made in creating their plan. It has the same filtering capabilities as the Step 4 report above.

7. School Progress – Each school in the district that has been registered is listed in the bottom section of the web page.
 - a. Click on the school name to open that school’s web-entry pages to view the data that has been entered by that school in each web-entry form.



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North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

Step	SSI Process	Process Status	
Step 1	Register District	12/19/2007	Completed
Step 2	Provide District Information	12/26/2007	Completed
Step 3	Form District Team	01/24/2008	Completed
Step 4	Assess District Indicators	01/28/2008	Started
Step 5	Create District Improvement Plan	01/30/2008	Started
Step 6	Monitor Implementation of District Plan	03/28/2008	Started

[District SSI process reports](#)

Registered Schools [Register a School in SSI](#)

Schools shown in Red have responded to a Coaching Comment.
 (E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continuous Improvement, RI - Rapid Improvement)

School	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Last Add
Franklin Elementary School (E/RI)	03/28/2008						03/31/2008
Grover Cleveland Elementary School (E/RI)	06/04/2008	06/20/2008	06/09/2008	06/06/2008	06/09/2008	06/12/2008	08/12/2008
Jefferson Elementary School (MHS/RI)	02/21/2008	02/28/2008	03/04/2008	04/29/2008	04/29/2008	04/29/2008	09/22/2008
Kennedy Elementary School (EHS/RI)	06/25/2008						06/25/2008
Washington Middle School (M/CI)	02/25/2008	02/29/2008	03/05/2008				03/28/2008

School SSI process reports:
[Step 4 report: Assess School Indicators](#)
[Step 5 report: School Improvement Plan](#)

b. (School screen shown below)

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[Helpful links and resources](#)



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School SSI
Coaching Comments
Agenda / Minutes
Worksheets

Jefferson Elementary School
North West School District, IL

School SSI Process

Step	SSI Process	Process Status
Step 1	Register School	02/21/2008 Completed
Step 2	Provide School Information	02/28/2008 Completed
Step 3	Form School Team	03/04/2008 Completed
Step 4	Assess School Indicators	04/29/2008 Started
Step 5	Create School Improvement Plan	04/29/2008 Started
Step 6	Monitor School Improvement Plan	04/29/2008 Started

[Print SSI process reports](#)

- i. Coaching Comments – In the upper right hand corner of the School SSI Process screen (see previous page) you will notice a green button labeled “Coaching Comments.” Click this button to open the Coaching Comments web-entry form. This can be used by the district to send a comment to the school pertaining to a specific step or indicator. There are two ways to send a comment:
1. Add a New Comment – The district may initiate a conversation with the school about a specific step in the SSI process or about a certain indicator by clicking the “Create a New Coaching Comment.” Schools may not initiate a conversation, but may reply to a comment sent by the district

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[School Process Menu](#)

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SSI

Jefferson Elementary School (EMHS/RI)
North West School District, IL
Coaching Comments

Create a New Coaching Comment

Select a Coaching Comment to respond

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.

2. Respond to a comment sent by a school – The district may also reply to the responses from the school. To do this, click on the comment from the school to which you would like to respond.

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SSI

Jefferson Elementary School (EMHS/RI)
North West School District, IL
Coaching Comments


Create a New Coaching Comment

Select a Coaching Comment to respond

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.

- a. Either of these methods will open the Coaching Comments entry fields. Here you will input your name, the step you would like to refer to, the indicator (if applicable), and your comment. Click the “Save Coaching Comments” button when finished.

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SSI

Jefferson Elementary School (EMHS/RI)
North West School District, IL
Coaching Comments

[Create a New Coaching Comment](#)

[Select a Coaching Comment to respond](#)

Name:

Step Reference:

Indicator (if applicable):

Comments:

[Save Coaching Comments](#)

[Cancel](#)

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.

3. You will see in the screen below, that the new comment is now included in the coaching comments list. Comments created by the district are shown in black, and the sender is listed as “COACH.” The school’s responses are shown in green, and the sender is “School.” The next time the school opens their web-entry system, they will see a message indicating that they have a new coaching comment from you. When a school has responded to one of your comments, the next time you log into the SSI web-entry system, you will see that school’s name in red on your District SSI Process page.

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[School Process Menu](#)

SSI

Jefferson Elementary School (EMHS/RI)
North West School District, IL
Coaching Comments

Create a New Coaching Comment


Select a Coaching Comment to respond

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.
COACH	10/04/2008	Bernice Jackson	Step 4		Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

In the next section, you will see the instructions that the school will use in the SSI process. To open these web pages, just click on the name in your “Registered Schools” list on the “District SSI Process” page.

School-Level SSI Process

1. Welcome screen – Click the “Continue to SSI” button to move into the SSI web entry system.



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Twin paths to better schools

Welcome to Support for School Improvement (SSI)

1. SSI includes two planning processes—one for the district and one for each school.
2. A district team directs the district planning process.
3. A school team, typically the school improvement team, directs the school planning process.
4. A "process manager" is appointed by each team, and that person prints out work sheets for team meetings and enters the team's work into this web-based system.
5. First the district plan is developed, then each school begins its planning.

SSI is premised on specific, research-based indicators of district and school success. It can be used to provide the foundation for an improvement planning process or to supplement a process already in use. Typically, it provides strong, evidence-based and focused support for the plan.

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

Continue to SSI

For technical questions concerning the SSI website contact us.
SSI@adi.org

2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you’ve completed or started your work will show in the table. Below the table you will find the “Print SSI process reports” link for printing the data you’ve entered in each step. In the top right of the screen there is a link to take you back to the www.centerii.org home page. You will also find a link to “Helpful links and resources” for your use as you move through this process. The “Coaching Comments” screen is used for conversation between the district and school pertaining to specific steps or indicators. When you have received a “coaching comment” from the district, you will see the following notation in red on this page – “A new coaching comment was added [date].” Click the “Coaching Comment” button to respond.

[Back to Center on I & I](#)
[Helpful links and resources](#)



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School SSI
[Coaching Comments](#)
[Agenda / Minutes](#)
[Worksheets](#)

Jefferson Elementary School
North West School District, IL

School SSI Process


Step	SSI Process		Process Status
Step 1	Register School	02/21/2008	Completed
Step 2	Provide School Information	02/28/2008	Completed
Step 3	Form School Team	03/04/2008	Completed
Step 4	Assess School Indicators	04/29/2008	Started
Step 5	Create School Improvement Plan	04/29/2008	Started
Step 6	Monitor School Improvement Plan	04/29/2008	Started

[Print SSI process reports](#)

3. Entering/Editing School Data

- a. Step 1 – Register School – this data is entered by the district at the time the school is registered for the SSI process. This data may be edited, if necessary. Click “Save” to save your changes when editing. Use the link at the top right of the page to return to the School Process Menu.

[School Process Menu](#)

**School SSI**

School Registration

District Support for School Improvement (SSI)
Complete the following School Registration Information.

School Information Registered - 10/1/2007
School Name:
Address:
City: State: Zip:
Phone: Fax: Website:


School Principal
☐ Dr. ☐ Mr. ☐ Ms. ☒ Mrs. First name: Last name:
Phone: Fax:
Email:

The Process Manager is responsible for overseeing the SSI process at the School Level.
☒ **Process Manager** (if other than the School Principal)
☐ Dr. ☐ Mr. ☒ Ms. ☐ Mrs. First name: Last name:
Position:
Phone: Fax:
Email:

What type of plan will you develop for this school?
☐ Substantial School Improvement Plan.
☒ Restructuring Plan

- b. Step 2 – Provide School Information – In this a two-page form you will enter demographic and assessment data about your school. You may print a copy of this page to use when gathering the data, and then return to this page to enter your information. Be sure to click “Save” when you are finished. Use the link at the top right to return to the School Process Menu.

[School Process Menu](#)



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School SSI

Jefferson Elementary School
School Information page 1 of 2

Suggestion: print this page, complete work, then enter information into web page.

Percentage of Students by Ethnicity

Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)

<input type="text" value="9"/> % American Indian/Alaskan native	<input type="text" value="8"/> % Hispanic
<input type="text" value="32"/> % Asian/Pacific Islander	<input type="text" value="6"/> % White, not Hispanic
<input type="text" value="45"/> % African-American, not Hispanic	<input type="text" value="0"/> % Other

Other Student Demographics *(numbers only)*

<input type="text" value="75"/> % Percent of Students Qualifying for Free or Reduced Lunch
<input type="text" value="6"/> % Percent of Students Receiving Special Education (IEP students)
<input type="text" value="96"/> % School Attendance Percentage
<input type="text" value="23"/> % School Mobility Percentage
<input type="text" value="0"/> % Percent of Students that are Limited English Proficient (LEP)
<input type="text" value="0"/> % Percent of Students Whose Parents Read Spanish but not English


School Personnel *(numbers only)*

Indicate the number of staff at your school in each of the following categories:
-Include only personnel who are at least half-time in building
-Include each person only once

<input type="text" value="15"/> Classroom Teachers	<input type="text" value="0"/> Family / Parent Liaison
<input type="text" value="2"/> Special Education Teachers	<input type="text" value="1"/> Reading Specialists
<input type="text" value="2"/> Specials (Art, Music, PE, etc.)	<input type="text" value="7"/> Teacher Aides

- c. Step 3 – Form School Team - Here you will enter the members of your School Team. This team should include your Principal, your process manager (if different than your principal), and any others you choose to include from the school and community. Use the “Add a Team Member” button (not shown here) to enter the information for each team member. Click “Save” to add them to the list. If you need to edit or delete a team member’s information, just click on his/her name to make your changes. Use the link at the top right of the page to return to the School Process Menu. Remember to save after any changes. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.)

[School Process Menu](#)



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Twin paths to better schools

School SSI

Jefferson Elementary School

School SSI Team

Add a team member. Select a team member to update or delete.

Name	Association	Phone	Email
Dennis Black	Community Leader	123-321-4465	dblack@verizon@com
Walter Brimfield	Parent	123-321-8843	wbrimfield@yahoo.com
Todd Carlson	Teacher	123-321-5546	tcarlson@nwsd.edu
Jennifer Demboski	Principal	123-321-5678	jdemboski@js.edu
Jason Miller	Teacher	123-321-4657	jmillar@nwsd.edu
Rhonda Slack	Assistant Principal	123-321-1125	rslack@nwsd.edu

First Name:

Last Name:

Association: -- Other, please list -->


Phone:

Email:

Save
Cancel

- d. Step 4 – Assess School Indicators – On this page you will see the Indicators that are available to be assessed by the school. Click on each indicator to complete the assessment process. Indicators in need of improvement will be included in creating your plan. The indicators you have will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.)

[School Process Menu](#)



**CENTER ON
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Twin paths to better schools

School SSI

Jefferson Elementary School
Assess School Indicators

Select indicator and complete form to assess whether it is a strength or an area in need of improvement. Indicators in need of improvement will be included in creating your plan.

Display All Indicators

or

Select Group of Indicators to Display

All Indicators

ID Indicators to Review (130)
(Select indicator to assess.)


ID01	A team structure is officially incorporated into the school improvement plan and school governance policy.	6
ID02	All teams have written statements of purpose and by-laws for their operation.	6
ID03	All teams operate with work plans for the year and specific work products to produce.	6
ID04	All teams prepare agendas for their meetings.	6
ID05	All teams maintain official minutes of their meetings.	6
ID06	The principal maintains a file of the agendas, work products, and minutes of all teams.	6

ID Indicators Previously Reviewed (2)
(Select indicator to change your level of development or implementation. Indicators excluded from plan are shown in red.)

IE02	Develops the leadership capacity of others in the school.	6
IID09	Instructional Teams use student learning data to plan instruction.	9

If you choose to filter the indicators and just look at them a section at a time, just click the “Select Group of Indicators to Display.” Click on the section of the indicators that you would like to work to see only that portion of the indicators. Click “Display All Indicators” to view again.

[School Process Menu](#)



**CENTER ON
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Twin paths to better schools

School SSI

Jefferson Elementary School
Assess School Indicators

Select indicator and complete form to assess whether it is a strength or an area in need of improvement. Indicators in need of improvement will be included in creating your plan.

Display All Indicators or Select Group of Indicators to Display

Filter Indicators Cancel

Select indicator section to display. Completed sections are highlighted.

ID	Section	Subsection I	Subsection II	Completed
I-D	Establishing a team structure with specific duties and time for instructional planning			0 of 16
I-E	Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction			1 of 13
I-F	Aligning classroom observations with evaluation criteria and professional development			0 of 10
I-G	Helping parents to help their children meet standards			0 of 13
II-A	Engaging teachers in aligning instruction with standards and benchmarks			0 of 3
II-B	Engaging teachers in assessing and monitoring student mastery			0 of 5
II-C	Engaging teachers in differentiating and aligning learning activities			0 of 3
II-D	Assessing student learning frequently with standards-based assessments			1 of 11

- i. If the level of development for an indicator is “No development or Implementation” you will determine if it is “Not a priority or interest” or “Will include in plan.” If the indicator isn’t a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the “Priority Score – how important is it to include this indicator in our plan at this time” and “Opportunity Score – the level of ease with which this indicator can be implemented,” and describe the current level of development or implementation. Click “Save this Indicator” when finished. The “Wise Ways” link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.

Indicator number: ID01 [Wise Ways™](#)

Cancel

A team structure is officially incorporated into the school improvement plan and school governance policy.

1. Choose your level of Development or Implementation for this Indicator.

☒ No development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation * required field

☐ Not a Priority or Interest ☒ Will include in plan * required field

2. Priority Score: * required field

☒ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority

3. Opportunity Score: * required field

☒ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

- ii. If you choose “Limited development or implementation,” the following information must be completed.

Indicator number: ID01 Wise Ways™

Cancel

A team structure is officially incorporated into the school improvement plan and school governance policy.

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☒ Limited Development or Implementation ☐ Full Implementation * required field

2. Priority Score: * required field

☒ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority

3. Opportunity Score: * required field

☒ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

- iii. If you choose “Full Implementation,” you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.

Indicator number: ID01 Wise Ways™

Cancel

A team structure is officially incorporated into the school improvement plan and school governance policy.


1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☐ Limited Development or Implementation ☒ Full Implementation * required field

2. Please provide evidence that this indicator has been fully and effectively implemented. * required field

- a. Step 5 – Create School Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. (The same filtering options that you used in Step 4 for the indicators apply here to the objectives.) For each objective you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click an objective to assign it to a team member. (A blank version of this form may be printed using the “Worksheets” button on the District SSI Process page.)

[School Process Menu](#)



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Twin paths to better schools

School SSI

Jefferson Elementary School

Create School Improvement Plan

The indicators that you have chosen to include in your plan are stated below as objectives. They will be referred to as "objectives" through the remainder of the SSI process. Select objective to create and assign tasks for the District Improvement Plan.

Display All Objectives

or

Select Group of Objectives to Display

All Objectives

School Plan (2 objectives) *Note: Index = Priority Score x Opportunity Score

ID	Objectives	Added Date	*Index	Assigned to	Target Date	Tasks
IE02	Will develop the leadership capacity of others in the school.	05/28/2008	6	Dennis Black	06/18/2008	2
IID09	Instructional Teams will use student learning data to plan instruction.	05/28/2008	9			0

- i. Assign the objective – First, you will choose a member of your School Team to manage and monitor the work toward this objective. If the person you would like to assign to this objective is not already included in your School team, return to step 3 and add them before proceeding. To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The “Wise Ways” link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click “Save” when you’re finished.

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[Objective List](#)
[School Process Menu](#)

School SSI

Define Objective and Assign Tasks

Objective: IE05 [Wise Ways™](#)

The principal will participate actively with the school's teams.

1. Assign a team member to manage and monitor your work toward this objective.

- select -

* add members in step 3 of Process Menu

2. Describe how it will look when this objective is being fully met in your School.

3. Establish a date by which your description above will be a reality.


4.

Save

State-Level Instruction Handbook
Support for School Improvement

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- [Objective List](#)
[School Process Menu](#)



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School SSI

Define Objective and Assign Tasks

Objective: **IE02**

The principal will develop the leadership capacity of others in the school.

 - Assign a team member to manage and monitor your work toward this objective. Dennis Black * add members in step 3 of Process Menu
 - Describe how it will look when this objective is being fully met in your School.

We will include 2 leadership trainings during institute days each year for our department liaisons.
 - Establish a date by which your description above will be a reality. 06/18/2008 
 - Edit steps 1 - 3. Edit
 - Create a series of tasks for this objective. Add a task 

# Task assigned to this objective (click to edit task)	Assigned to	Target Date
1 Jennifer Demboski will check into available leadership trainings for the next school year.	Jennifer Demboski	06/05/2008

- iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the School Team, by choosing their name from the drop-down list, **OR** move to the “Other” field to enter the name of a person who is not on the School Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click “Save” once you’ve finished. Repeat to enter all tasks for the objective.

CENTER ON

INNOVATION & IMPROVEMENT

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School SSI

Define Objective and Assign Tasks

Objective: **IE02**

The principal will develop the leadership capacity of others in the school.

1. Assign a team member to manage and monitor your work toward this objective.
Dennis Black
* add members in step 3 of Process Menu

2. Describe how it will look when this objective is being fully met in your School.

We will include 2 leadership trainings during institute days each year for our department liaisons.

3. Establish a date by which your description above will be a reality.
06/18/2008

4. Edit steps 1 - 3.
Edit

5. Create a series of tasks for this objective.

5 a. Create one task in the series for this objective.

5 b. Assign a person to be responsible for this task.
- Other please list -->>
Other:

5 c. Establish a date this task will be completed.

5 d. Record notes from your discussion that will be helpful to the person responsible for this task.

Save
Cancel

# Task assigned to this objective (click to edit task)	Assigned to	Target Date
1 Jennifer Demboski will check into available leadership trainings for the next school year.	Jennifer Demboski	06/05/2008

- e. Step 6 – Monitor Implementation of School Plan – Now that your plan has been created you will work to complete the assigned tasks and put the indicators into place in your district. The list of objectives you see on this page shows the person on the school team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed as you move forward. The Status Reported column shows the date that all tasks for the objective were completed.



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[School Process Menu](#)

School SSI


Jefferson Elementary School

Monitor Implementation of School Plan

School Plan (1 objectives)

ID	Select Objective to update task progress.	Assigned to	Target Date	Tasks	% Tasks Completed	Status Reported
IE02	Will develop the leadership capacity of others in the school.	Dennis Black	06/18/2008	2	50 %	05/12/2008

- i. Monitoring the completion of tasks – When you click an objective that has not yet been completed, you will see this screen. Here you see listed the tasks created for the objective, the person it's assigned to, and the target date of completion. You will monitor the work being done and enter the date that each task is completed. Once all tasks have been completed for an objective and the completion dates have been entered into the system you will be asked for some information on your process in meeting the objective and any continuing work that will be necessary to continue to meet the objective. Use the links at the top right of the page to return to the list of objectives in the Monitor Plan List or to return to the School Process Menu.



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Twin paths to better schools

[Monitor Plan List](#)
[School Process Menu](#)

SSI

Monitor School Plan

Indicator: IE02 / Plan ID: 263

Objective: *Will develop the leadership capacity of others in the school.*

Assigned to: **Dennis Black**
Objective Target Date: **06/18/2008**

#	Select Task to Update.	Assigned to	Target Date	Completed
1	Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting.	Dennis Black	05/06/2008	05/08/2008
2	Dennis Black will check with the principal to see what funds are available for leadership trainings.	Dennis Black	05/06/2008	

1. Update tasks – Here you will see the task that was created. In the “Comments” field you may add information about the task to help the person who the task is assigned to. The “Comments” field may be added to as the work on the task progresses. If you want to exclude the task from the objective, you may do so by clicking the “Delete” button. **Do this only if you no longer want the task to be completed for the objective.**

Update Tasks

Task: 1

Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting.

Comments

Our first choice is to have on-site trainings, but if the budget allows we can sent our department liaisons to an off-sight training one time each year.

If completed, enter completion date . 05/08/2008

Save


Cancel

Delete this task from the plan.

Delete

- ii. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click “Save” when all data has been entered.

[Monitor Plan List](#)
[School Process Menu](#)



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SSI

Monitor School Plan

Indicator: IE02 / Plan ID: 263

Objective: Will develop the leadership capacity of others in the school.

Assigned to: **Dennis Black**
 Objective Target Date: **06/18/2008**

Report Status of Objective

The tasks assigned to this Objective have been completed.

1. Please describe your experience in pursuing this Objective.

After much discussion we decided to spend the funds to send our Department Liaisons to an off-site training. Our 12 liaisons will attend a yearly training prior to the start of the school year. During this training they will do some leadership and team-building skill enhancement.


2. What continued work will be necessary to sustain your efforts and continue to meet the Objective.

Our plan is to have the liaisons attend this workshop every year. The leadership team will report back to the School Improvement Team the things they take away from the training. We will continue to provide money in the budget for this purpose. We will also work to stay informed of other leadership building training opportunities that come available.

# Select Task to Update.	Assigned to	Target Date	Completed
1 Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting.	Dennis Black	05/06/2008	05/08/2008

4. School SSI Process Reports - the following reports are available to the school to report out their progress with the SSI system
- a. Step 1 - School Registration –registration data entered into the SSI system
 - b. Step 2 - School Information – demographic and assessment data for the school
 - c. Step 3 - Team Members – lists members of School Team
 - d. Step 4
 - i. List of Indicators Included in Plan – an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
 - ii. Detailed Report of Assessed Indicators – a complete list of all indicators and their assessment data.
 - e. Step 5
 - i. List of Objectives Included in Plan – an abbreviated list of objectives in the plan, the description of each when met, their P/O Index, the team member the objective is assigned to, and the target date.
 - ii. Detailed Report of Objectives and Tasks – a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
 - f. Step 6
 - i. Progress Overview Report – an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported.
 - ii. Detailed Progress Report – a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the “experience” and “sustain” comments. This report may be filtered by team member.
 - g. Comprehensive Plan Report – this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a school has made in the SII program.
 - h. Coaching Comments – this report lists all comments exchanged between the district and the school. The comments are listed in date order, with the district comments in black and the school responses in green.

5. Other Helps – In the top right corner of the School main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.



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[Meeting Agenda / Minutes](#)
[Worksheets](#)

Jefferson Elementary School
North West School District, IL

School SSI Process

Step	SSI Process	Process Status
Step 1	Register School	02/21/2008 Completed
Step 2	Provide School Information	02/28/2008 Completed
Step 3	Form School Team	03/04/2008 Completed
Step 4	Assess School Indicators	04/29/2008 Started
Step 5	Create School Improvement Plan	04/29/2008 Started
Step 6	Monitor School Improvement Plan	04/29/2008 Started

[Print SSI process reports](#)

a. SSI Resources

- i. SSI Indicators – The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
- ii. SSI Instructions – The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.
- iii. Additional Resources
 2. Helpful Links and Resources – this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
 3. Center on I & I – this link will take you back to the home CII webpage.



Center on
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Twin paths to better schools

Jefferson Elementary School

SSI Indicators

[District Indicators \(pdf\)](#)
[Rapid Improvement Leader Indicators \(pdf\)](#)
[Continuous Improvement School Indicators \(pdf\)](#)
[Rapid Improvement School Indicators \(pdf\)](#)

SSI Instructions

[SSI School instructions \(pdf\)](#)

Additional Resources

[Helpful links and resources](#)
[Center on I & I](#)

- b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the district or district liaison. You as the school may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.
 - i. You will receive notification, in red, on the School main page that you’ve received a coaching comment from the district or district liaison.



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Jefferson Elementary School (EMHS/RI)
 North West School District, IL

Coaching Comments

Meeting Agenda / Minutes


Worksheets

School SSI Process *A new Coaching Comment was added 10/4/2008*

Step	SSI Process	Process Status	
Step 1	Register School	02/21/2008	Completed
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Step 6	Monitor School Improvement Plan	04/29/2008	Started

[Print SSI process reports](#)

- ii. Click on the “Coaching Comments” button to view the comments from the district or district liaison. Any previous comments and your subsequent responses will be listed here. The district or district liaison’s comments are listed in black with the Sender as “COACH.” The school’s comments are listed in green with the Sender as “School.” Click on the comment to which you would like to respond.



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Twin paths to better schools

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SSI


Jefferson Elementary School
North West School District, IL
Coaching Comments

Select a Coaching Comment to respond

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.
COACH	10/04/2008	Bernice Jackson	Step 4		Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

- iii. This opens the fields where you will enter your response. Click “Save Coaching Comments” when you’re finished. This will send a notification to the district or district liaison that you have responded to their comment.

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SSI

Jefferson Elementary School
North West School District, IL

Coaching Comments

Select a Coaching Comment to respond

Responding to:

COACH - 10/04/2008 - Bernice Jackson Step 4

Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

Name:


Step Reference: ▼

Indicator (if applicable):

Comments:

Sender	Added	Added By	Step	Indicator	Comments
COACH	10/04/2008	James Parker	Step 3		It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you?
School	10/04/2008	Jennifer Demboski	Step 3		Dennis Black has recently agreed to join our school team. Thank you for the suggestion.
COACH	10/04/2008	Bernice Jackson	Step 4		Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

- c. Agenda/Minutes – Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the “Agenda/Meeting Minutes” button to open. Once you’ve held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.
- i. First, let’s create a new agenda. Click the “Set up a Meeting Agenda” link.



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Jefferson Elementary School

Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

Step 4. Assess Indicators, Step 5. Create Improvement Plan , Step 6 Monitor improvement plan

* Meeting: edit the contents of a meeting and add the Minutes.

* Minutes: print the Minutes of a meeting.

* Agenda: print the Agenda for a meeting.

* Minutes Form: print a form to be used to collect the Minutes of a meeting.

Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/22/2008	1:00 pm	3:45 pm	Room 222	4 5 6	edit	print		
09/15/2008	6:30 pm	8:25 pm	Conference Room	4 5	edit	print		

1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select School Indicators" link.


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[Back to SSI Meetings](#)

Jefferson Elementary School

Meeting Agenda
** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps ** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**
** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*
a. [Select School Indicators](#)
b.
Indicator List:

☐ **Step 5. Create Improvement Plan**
** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*
a. [Select School Objectives](#)
b.
Objective List:

☐ **Step 6. Monitor Improvement Plan**
** Print uncompleted Tasks to review.*
a. [Tasks \(not completed\)](#)

Other Business:

- a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
- b. Click the “Filter Indicators” button.

CENTER ON
INNOVATION & IMPROVEMENT

Twin paths to better schools

Date: _____

Jefferson Elementary School

Step 4. Assess School Indicators

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators

Print

1. Choose your level of development or implementation for this indicator.

☐ No development or implementation **go to 1 - A**

☐ Limited development or implementation **go to 2**

☐ Full implementation **go to 2 - C**

1 - A. IF No development or implementation is selected choose one

☐ Not a priority or interest **Done**

☐ Will include in plan **go to 2**

2. Priority Score:

☐ 3 - highest priority

☐ 2 - medium priority

☐ 1 - lowest priority **go to 3**

3. Opportunity Score:

☐ 3 - relatively easy to address

☐ 2 - accomplished within current policy and budget conditions

☐ 1 - requires changes in current policy and budget conditions **go to 4**

2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done

- c. This opens a list of the sections of school indicators. For each section is shown the Subsection I and Subsection II headers, as well as the number of indicators in each section and how many of those have already been assessed. Click on a section to open the list of indicators for that section to choose from.

Jefferson Elementary School

Step 4. Assess School Indicators

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators
Print

SSSI Indicators
Cancel

ID	Section	Subsection I	Subsection II	Completed
I-D	Establishing a team structure with specific duties and time for instructional planning			0 of 11
I-E	Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction			1 of 7
I-F	Aligning classroom observations with evaluation criteria and professional development			0 of 9
II-A	Engaging teachers in aligning instruction with standards and benchmarks			1 of 2
II-B	Engaging teachers in assessing and monitoring student mastery			0 of 5
II-C	Engaging teachers in differentiating and aligning learning activities			0 of 2
II-D	Assessing student learning frequently with standards-based assessments			1 of 8
III-A	Expecting and monitoring sound instruction in a variety of	Computer-Based Instruction		0 of 2

2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done

- d. Now you see the list of the indicators that are available to be assessed in the section you chose. Click on an indicator that you will be assessing at your meeting, and then click the “Print” button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the school team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.

CENTER ON
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Twin paths to better schools

Date: _____

Jefferson Elementary School

Step 4. Assess School Indicators

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators

Print

Select an Indicator from the list.

ID01	A team structure is officially incorporated into the school improvement plan and school governance policy.
ID02	All teams have written statements of purpose and by-laws for their operation.
ID03	All teams operate with work plans for the year and specific work products to produce.
ID04	All teams prepare agendas for their meetings.
ID05	All teams maintain official minutes of their meetings.
ID06	The principal maintains a file of the agendas, work products, and minutes of all teams.
ID07	A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).
ID08	The Leadership Team serves as a conduit of communication to the faculty and staff.
ID10	The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.
ID11	Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams.
ID13	Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data.

3. Next, click the “Update Indicator List” button to insert the indicator ids that you’ll be assessing at your meeting into the Indicator List field on the agenda form.

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[Back to SSI Meetings](#)

Jefferson Elementary School

Meeting Agenda

** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps

** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**

** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. [Select School Indicators](#)

b.

Indicator List:

☐ **Step 5. Create Improvement Plan**

** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. [Select School Objectives](#)

b.

Objective List:

State-Level Instruction Handbook
Support for School Improvement

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- a. Now you can move on to Step 5. Create Improvement Plan. Click the “Select School Objectives” link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

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INNOVATION & IMPROVEMENT

Twin paths to better schools

Date: _____

Step 5. Create Improvement Plan
*1. Select Objective List to display your Objectives.
2. Select an Objective from the displayed list and print.
3. Repeat steps 1 & 2 for each Objective you will review.*

Objective List

Print

1. Assign a team member to manage and monitor your work toward this objective. _____

2. Describe how it will look when this objective is being fully met.

3. Establish a date by which your description above will be a reality. ____ / ____ / _____

Tasks
T-1. Create task(s) for this objective.

T-1a. Assign a person to be responsible for this task. _____

T-1b. Establish a date this task will be completed. ____ / ____ / _____

T-1c. Record notes from your discussion that will be helpful to the person responsible for this task.

4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.


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Jefferson Elementary School


Meeting Agenda
** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps ** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**
** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*
a. [Select School Indicators](#)
b.
Indicator List:

☒ **Step 5. Create Improvement Plan**
** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*
a. [Select School Objectives](#)
b.
Objective List:

☒ **Step 6. Monitor Improvement Plan**
** Print uncompleted Tasks to review.*
a. [Tasks \(not completed\)](#) 

- a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.

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Twin paths to better schools

Print

Step 6. Monitor Plan Tasks (not completed)

Assigned to : - All Assigned - * Select a member from the dropdown list to filter Tasks.

Due Date	Task	Task Assigned	Objective
06/05/2008	Jennifer Demboski will check into available leadership trainings for the next school year.	Jennifer Demboski	IE02

5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click “Save Agenda” when you are finished.


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Jefferson Elementary School

Meeting Agenda
** Complete the Meeting Agenda portion of the form. Choose your step and print the corresponding worksheets for use during your meeting.*

Meeting Date:  Time: Location:

SSI Steps ** Use the Printable Worksheets to help guide you in your meetings.*

☒ **Step 4. Assess Indicators**
** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*
a. [Select School Indicators](#)
b.
Indicator List:

☒ **Step 5. Create Improvement Plan**
** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*
a. [Select School Objectives](#)
b.
Objective List:

☒ **Step 6. Monitor Improvement Plan**
** Print uncompleted Tasks to review.*
a. [Tasks \(not completed\)](#)


Other Business:

Discuss other individuals that we would like to invite to be team members.

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- ii. Use the “edit” buttons to update your agenda information. (This is also the same screen you’ll use to update any minutes information.)
- iii. Use the “print” button in the “Agenda” column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)
- iv. Use the “print” button in the “Minutes Form” column to print the “minutes” worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



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Jefferson Elementary School

Meeting Agenda & Minutes

[Set up a Meeting Agenda](#)

Step 4. Assess Indicators, Step 5. Create Improvement Plan , Step 6 Monitor improvement plan

- * Meeting: edit the contents of a meeting and add the Minutes.
- * Minutes: print the Minutes of a meeting.
- * Agenda: print the Agenda for a meeting.
- * Minutes Form: print a form to be used to collect the Minutes of a meeting.

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Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/29/2008	3:45 pm		Room 222	4 5 6	edit		print	print
09/22/2008	1:00 pm	3:45 pm	Room 222	4 5 6	edit	print		
09/15/2008	6:30 pm	8:25 pm	Conference Room	4 5	edit	print		

- v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the “edit” button in the “Meeting” column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the “Save Minutes” button to save.

Meeting Minutes ** Enter and Submit following the SSI meeting.*


Team Members in Attendance:

☐ Dennis Black ☐ Walter Brimfield ☐ Todd Carlson ☐ Jennifer Demboski ☐ Bob Goodrich ☐ Jason Miller ☐ Rhonda Slack

Guests:

Action Taken:

Adjourned Time:


Next Meeting Date: 

Meeting Time:

Meeting Location:

Save Minutes

- vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the “edit” button.

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Jefferson Elementary School

Meeting Agenda & Minutes

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Step 4. Assess Indicators, Step 5. Create Improvement Plan, Step 6 Monitor improvement plan

- * Meeting: edit the contents of a meeting and add the Minutes.
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Date	Time	Adjourned	Location	Steps	Meeting	Minutes	Agenda	Minutes Form
09/29/2008	3:45 pm		Room 222	4 5 6	edit		print	print
09/22/2008	1:00 pm	3:45 pm	Room 222	4 5 6	edit	print		
09/15/2008	6:30 pm	8:25 pm	Conference Room	4 5	edit	print		

- d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

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SSI Printable Worksheets

School SSI

[Step 2. Provide School Information](#)

[Step 3. Create School Team](#)

[Step 4. Assess School Indicators](#)

[Step 5. Create School Improvement Plan](#)

[Step 6. Uncompleted Plan Tasks](#)



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